

# OCFO BULLETIN



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## FORMER CHIEF FINANCIAL OFFICER RETIRES

We are saddened to announce the departure of a tremendous asset to the OCFO and the Department of Labor. Say it isn't so... Kenneth Bresnahan, DOL's Chief Financial Officer in the former administration, was honored at a retirement reception on Valentine's Day. However, his retirement will not be followed by days of rest and relaxation. He is stepping over to the private sector where the firm of PricewaterhouseCoopers will now benefit from his enormous talents.

Ken was a career civil servant who came up through the ranks, serving in a variety of financial management positions at the U.S. Department of Agriculture before coming to the Department of Labor as Deputy Chief Financial Officer in 1996, and then Chief Financial Officer.

Public officials from throughout the Federal financial community attended the reception and praised Ken's work in the Department of Labor as well as in the government-wide Chief Financial Officers Council.

Brenda Kyle, Acting Chief Financial Officer at the Department, described his fresh perspective, sound fiscal stewardship, and nurturing innovation to align financial functions more closely to the vision expressed by Congress in passing the Chief Financial Officers Act in 1990.

Joe Kull, Deputy Controller at OMB, expressed regret that Ken is leaving the Federal service. He summarized Ken's contributions to the financial community at large as Chairman of the CFO Council Human Resources Committee, which developed several products to help financial managers improve professional development, recruitment and retention.

In fact, this work was one factor that earned him the award for *Financial Executive of the Year* in 1998 from the Institute of Management Accountants. Ken was the first and remains the only Federal executive to receive this honor.

Lou Pastura, a former co-worker at the Department of Agriculture and a close personal friend, also addressed the audience. He gave a brief sketch of Ken's career as a civil servant, and as good friends will, took the opportunity to roast him. He recalled when they worked together in the Food and Nutrition Service, the boss reminded him that 2 hour lunches didn't qualify for their mission of feeding the hungry!

Dave Ziegler, spoke on behalf of DOL's Administrative Officers. He described how Ken profoundly changed the tenor of the relationship between OCFO and the agencies to one of working partnership. He attributed the DOL's clean opinions on the Department's financial statements to Ken's art of collaboration.

Additionally, Shuyler (Sky) Leshner, Deputy Chief Financial Officer for the Department of Interior, worked with Ken on the Executive Steering Committee of the CFO Council and on several initiatives to improve Federal financial systems. He described the impact Ken's contributions will have on future Federal financial work.

One of Ken's enduring legacies will be the CFO Council Fellows Program. He believed very strongly in the need to identify and nurture potential Federal financial executives for the future. This program provides Fellows the opportunities to demonstrate that potential. On behalf of the CFO Fellows, Ken was presented with a gift by Debra Watson, a member of the inaugural class of the Fellow's program, who also extended warm wishes and expressed appreciation for his endeavors.

Those same thoughts—warm wishes and appreciation—are felt by members of the DOL Office of the Chief Financial Office. He will surely be missed.

## TREASURY ON-LINE ACCESS TRAINING

The Philadelphia Financial Center (PFC) has agreed to provide on-site training to Servicing Finance Office staff on the use of the recently implemented Treasury information system—Pacer-On-Line (POL). POL provides: on-line access to the status of payments; the capability to initiate claims; the ability to view the initial on-line disposition for both EFT and check payments; and access to digital images of negotiated checks for viewing and printing.

Training on the use of POL will be held on Wednesday, February 21. Selected staff may attend either the morning session (9 A.M.–noon) or the afternoon session (1 P.M.–4 P.M.).

E-mail Karen Tekleberhan ([tekleberhan-karen@dol.gov](mailto:tekleberhan-karen@dol.gov)) to enroll.

## DOL PURCHASE CARD IMPLEMENTATION

Good news everyone! OASAM, OCFO and CITIBANK have been conducting a joint cooperative effort to implement *end-to-end electronic commerce for DOL purchase cards*, under the supervision of Marlene Howze. We now have, for the first time, a complete electronic capability to process DOL purchase cards from the initial vendor purchase to the DOL payment to Citibank.

Beginning in early March, a live pilot will begin using 25 cardholders in the OCFO and OASAM national office. We can now electronically post invoices from Citibank into the DOLAR\$ general ledger and Accounts Payable on a regular basis. The pilot will implement FAST PAY (paying the invoice immediately upon receipt) and will raise the payment threshold for the card. This will allow OASAM and OCFO to *triple* (that's right...*triple*) its rebates from Citibank. Raising the card payment threshold will add even more money to our coffers. Initially the pilot group will receive both paper and electronic invoices...but the plan is to eventually *eliminate* the paper invoice. New desk-top procedures are being written for the paperless process.

The next release of Citidirect by CITIBANK will incorporate capabilities for the Department to reallocate individual Citibank invoices into multiple transactions by object class and have them automatically update DOLAR\$. This is due in April of 2001. The OCFO, in conjunction with Citibank, is now developing the interface for that capability. Once we have implemented the full process - tentatively by the end of June, 2001, we will be ready to bring on other DOL agencies, if they so desire. Additionally, if preferable, you will be able to move to paperless processing (with automatic loading of invoices) without moving to FAST PAY. You can also keep your paper invoices as well as receiving the electronic invoices until you are satisfied that you don't need them anymore.

We are very excited about the possibilities and will keep you updated as to the progress of the pilot.

## REGIONAL TRANSIT SUBSIDY

Regional Transit Subsidy payments will be processed by 2pm on March 16, 2001. Reimbursements should

be in employee bank accounts no later than March 21, 2001.

## **NEW GOVERNMENT- ISSUED TRAVEL CARD CANCELLATION POLICIES**

Citibank, DOL's travel card provider, has noticed a tremendous increase in the delinquency rate among Federal government travel cardholders. Citibank has met with the various Chief Financial Officers across government to discuss ways to eliminate the rising delinquency rate. After various discussions, Citibank has decided to implement two new cancellation policies for government travel card accounts.

Currently, Citibank's policy states that a traveler's account will be considered delinquent if payment for the undisputed principal amount has not been received 45 calendar days from the closing date on the billing statement in which the charge appeared. If payment for the undisputed principal amount has not been received 61 calendar days from the closing date, the traveler's account will be suspended, unless otherwise directed by the Travel Card Coordinator. If payment for the undisputed principal amounts has not been received 120 calendar days past the closing date, the traveler's account will be canceled. In the event of cancellation, the traveler must still pay all undisputed amounts due to Citibank under the terms of the Travel Card *Cardholder Account Agreement*. To view a copy of this agreement, access the Citibank web site at

([www.citibank.com/us/gcs/document.htm](http://www.citibank.com/us/gcs/document.htm)).

Citibank continues to look for new measures to defer/minimize delinquencies. To that end, Citibank has implemented two new policies concerning cancellation:

- 1) Effective immediately, any Individually Billed Travel (IBT) account with two or more non-sufficient fund (NSF) checks within a twelve-month period will be canceled.
- 2) Effective March 2001, accounts with two or more suspensions and a third delinquency occurring again in a twelve-month period will be canceled.

The Office of the Chief Financial Officer (OCFO) is compelled to remind all Citibank travel card holders of their responsibilities to pay their government travel card in full each billing cycle and report all disputed charges in writing to Citibank. The OCFO would also like to reemphasize to the Servicing Finance Offices (SFO) their responsibility to ensure timely payment of travel vouchers which in turn allows DOL travelers to pay their Citibank travel card accounts timely.

A Spotlight will be issued shortly to provide procedures for card reinstatement in those instances where a traveler's charge card has been canceled and a sufficient justification exists to warrant card reinstatement.

## DOLAR\$ WEB-BASED TRAINING

Mark your calendars! Starting the middle of March, the DOLAR\$ web-based training program will be available for all financial management employees. Jointly developed by OCFO and Job Performance Systems (JPS), this innovative training course will provide participants with the skills needed to effectively navigate the DOLAR\$ accounting system by providing instruction on the fundamentals of basic government accounting and giving participants hands-on training on entering data into DOLAR\$. But wait, there's more! The best news is that this course provides on-demand training; allowing participants to utilize this program at any time, anywhere. For more information, all interested employees should contact Anita Byrd on 202-693-6805 or via e-mail (abyrd@dol.gov).

## GUIDELINES FOR RESOLVING W-2 ISSUES

By now most DOL employees should have already received their calendar year 2000 W-2s. Here are the instructions sent to Servicing Payroll Offices (SPO) for handling W-2 issues.

If an employee's W-2 requires corrections, the employee should give the SPO the appropriate back-up information (for example, when a salary overpayment was repaid or there are issues with reporting authorities), and have it faxed to 202-693-6965, Attention Rolletta Butler or Tahn Myers. OCFO will respond to these on a first-come first served basis with a goal of reissuing the W-2 within one week of receipt. Realize that timing may vary depending upon the complexity of issues to be addressed.

OCFO has asked all employees to verify the accuracy all six copies of their W-2. If an employee has received copies of another employee's W-2, the SPO should send OCFO all copies of the incorrect W-2s, as well as the recipient's name and SSN. The Office of Payroll Services will track and correct the problem, and these details will help in taking appropriate actions with the Government Printing Office and the contractor. OCFO will immediately issue duplicate W-2s for individuals in this situation.

Employees who have not received their W-2s need to give the SPO their name, social security number, and their correct mailing address. These should be faxed to 202-693-6965, Attention Rolletta Butler or Than Myers. OCFO's goal will be to get duplicates out within one week of receipt.

OCFO has been directing returned W-2s to the correct mailing address, or to the SPO to distribute to employees if the correct address cannot be determined.

The W-2s for any employee who had no address in IPS were mailed to the OCFO. These are being directed to the appropriate employees, but the OCFO needs to have these employee's mailing address updated in IPS, or they will experience the same problem with mailings such as TSP correspondence and Employee Benefit Statements. Some employees will receive two W-2s. This will typically occur when an employee changes state taxing authorities, participation in TSP, or had a break in service from DOL. In these cases, the employees should find that the individual copies will add up to the correct total.

For participating employees, W-2s will include information on the Federal Employees' Health Benefits (FEHB). Since October 2000, these premiums have been treated as a pre-tax benefit for any employee who did not "opt out." The amount subject to the benefit will be reported on the W-2.

Any employee who has had Childcare Benefits will note those payments are reported on their W-2s.

Any employee who is subject to reporting on non-cash benefits (Government provided parking or the use of a government owned or leased vehicle for commuting purposes) will also have this information included in their W-2.

If you have cases which have special circumstances or which appear to require special attention, please contact Raymond Coyle on 202-693-6851.

## **DOLAR\$ AVAILABILITY CHANGES**

Effective on Tuesday, February 20, DOLAR\$ will be made available starting at about 6am each morning. This is being done on a trial basis to make sure that those folks that have asked for an earlier availability in the past, do, in fact, take advantage and start using the data base during those early hours. This will not have any effect on the time for bringing DOLAR\$ down as nightly processing must still take place.

Understand that if that nightly processing is delayed for any reason (like month-end processing) and extends past its usual completion time, DOLAR\$ will not be available until it's previous starting time (8am) due to the commuting of the data base administrators. I will inform you if I am made aware of this fact as soon as possible.

Please inform your colleagues of this new starting time and please take advantage of this opportunity so that it can be made a permanent change!

## **FINANCIAL DATA STORE (FDS) PROJECT UPDATE**

Between April and June 2000, OCFO and our contractor, LMI, met with DOL agency representatives to gather functional requirements for the FDS. On January 24, 2001, we met with DOL agency representatives to validate those general, maintenance, data access and standard financial query requirements for the financial data store application. At that meeting, Agency representatives agreed to the basic requirements we had documented earlier, and in addition they provided another nineteen requirements.

The additional requirements included items such as:

- < queries by object class, project codes, and accounting periods;
- < queries to facilitate cost comparisons and reconciliations; and,
- < maintain current year plus five prior years of data.

Most of the nineteen requirements will be met in the first iteration or version of the FDS. Requirements that are outside the scope of our FDS design and

development contract will be scheduled for future versions.

We welcome your interest, feedback, and continued support during the design phase of this project. If you have any questions or want more information, please contact Pat Clark at 202 693-6808 or at [clark-patricia@dol.gov](mailto:clark-patricia@dol.gov).

## THE WELCOME WAGON

On January 29, 2001, the OCFO welcomed aboard four new employees. Sherry Johnson, formerly with OASAM–Atlanta, has joined the Division of Planning and Internal Control and will provide the lead role for Travel Manager support, as well as assisting with travel policy issues and the Citibank Travel Card. Denise Gray, from the Department of Defense, has joined the Working Capital Fund as a cost accountant and will assist with development of the policy for internal use software for depreciation and implementation of the cost accounting pilots. Eric Jordan, a former Treasury employee, has joined the Division of Planning and Internal Control. Currently, he is assisting with production of the DOL's Annual Report. Last, but not least, Rosalind Rhea, from MSHA, joined the Office of Compensation and Benefits and is currently responsible for processing retirement separations.

**OCFO FINANCIAL  
LIBRARY**

< **The Treasury Department Goes GREEN.**

The Treasury Department is doing its part to preserve the forests. This month Treasury announced it will discontinue distribution of the printed version of the Standard General Ledger and the Treasury Financial Manual. For Treasury's announcement and links to the electronic SGL and TFM click here:  
<http://www.fms.treas.gov/tfm/a-01-01.html>.

Treasury also announced a newly created Federal Cash Management website. The website provides guidance and information relating to a number of cash management regulations and programs, such as Prompt Payment, Imprest Funds, Collateral, and electronic funds transfer (EFT). Click here:  
<http://www.fms.treas.gov/cashmanagement>.

< **Here is what's new at the OCFO financial library.**

A key to e-government is electronic approvals. You will find Treasury's new policies on electronic authentication in the Cash Management stack on shelf 2.  
<http://www.dol.utasouth.com/vlib/IndexCard.asp?DIN=3823>

Check out additional financial forms and instructions in the forms stack of the magazine aisle. There are new additions to the growing payroll and travel collections.  
<http://www.dol.utasouth.com/vlib/Explore.asp?DIN=3646>

The OCFO library is always open. Join us at  
<http://www.dol.utasouth.com>.

OCFO's Office of Financial Systems (OFS) has undergone a significant transition. On January 3, 2001, after almost 40 years of government service, James D. Brown, who most recently served as OFS Director, retired. Jim came to OCFO in 1988 and prior to that, served with three federal agencies, including OMB, as well as state and local levels of government. We all wish Jim the best in his new and exciting endeavors.

Taking on the management of OFS is Lee Jones. Lee had been a Special Assistant to the CFO in charge of the DOLAR\$ Modernization program (see the related article about the FDS project). That program has now been incorporated into OFS with all its other development and operations activities. Lee has worked in two other federal agencies, as well as private sector consulting, banking and information services organizations. We look forward to Lee's continuing contributions to OCFO and DOL financial systems management.

## OFS DIRECTOR RETIRES



# ATA Update as of PP 4, 2001

## Where We Are Now

As of pay period 4, 2001, there were 12,159 ATA users nationwide, about 75 percent of DOL employees.

ATA Users				
Agency	National Office Users	Regional Location Users	Total Agency	Percentage Using ATA
BLS	1,653	125	1,778	69 %
ESA	686	2,575	3,261	82 %
ETA	632	704	1,336	95 %
ILAB	100	N/A	100	100 %
MSHA	400	400	800	35 %
OASAM	481	309	790	98 %
OIG	161	245	406	100 %
OSEC	454	33	487	73 %
OSHA	409	1,207	1,616	73 %
SOL	372	329	701	100 %
PWBA	234	570	808	100 %
VETS	41	39	80	32 %*
DOL	5,623	6,536	12,159	75 %

\*The base includes employees in State offices.

If you have any suggestions on how to improve the “look and style” of the OCFO Bulletin or other types of information to be provided, please contact Chaleta Moore at 202-693-6826 or via e-mail [moore-chaleta@dol.gov](mailto:moore-chaleta@dol.gov).

## **DOLAR\$ AVAILABILITY SCHEDULE**

### **February 15, 2001 through March 20, 2001**

Any Agency Financial Manager or Regional Financial Officer who requires a change to this schedule should call Karen Tekleberhan at (202) 693-6842 or Naomi Franklin at (202) 693-6843.

#### **FEBRUARY 2001**

<b>Thu., Feb. 15</b>	<b>-</b>	<b>Fri., Feb. 16</b>	<b>8:00 a.m. to 8:00 p.m.</b>
<b>Sat., Feb. 17</b>	<b>-</b>	<b>Sun., Feb. 18</b>	<b>System Closed</b>
<b>Mon., Feb. 19</b>	<b>-</b>	<b>Mon., Feb. 19</b>	<b>System Closed (Holiday)</b>
<b>Tue., Feb. 20</b>	<b>-</b>	<b>Fri., Feb. 23</b>	<b>6:00 a.m. to 8:00 p.m.</b>
<b>Sat., Feb. 24</b>	<b>-</b>	<b>Sun., Feb. 25</b>	<b>System Closed</b>
<b>Mon., Feb. 26</b>	<b>-</b>	<b>Wed., Feb. 28</b>	<b>6:00 a.m. to 8:00 p.m.</b>

#### **MARCH 2001**

<b>Thur., Mar. 1</b>	<b>-</b>	<b>Fri., Mar. 2</b>	<b>6:00 a.m. to 8:00 p.m.</b>
<b>Sat., Mar. 3</b>	<b>-</b>	<b>Sun., Mar. 4</b>	<b>System Closed</b>
<b>Mon., Mar. 5</b>	<b>-</b>	<b>Fri., Mar. 9</b>	<b>6:00 a.m. to 8:00 p.m.</b>
<b>Sat., Mar. 10</b>	<b>-</b>	<b>Sun., Mar. 11</b>	<b>System Closed</b>
<b>Mon., Mar. 12</b>	<b>-</b>	<b>Fri., Mar. 16</b>	<b>6:00 a.m. to 8:00 p.m.</b>
<b>Sat., Mar. 17</b>	<b>-</b>	<b>Sun., Mar. 18</b>	<b>System Closed</b>
<b>Mon., Mar. 19</b>	<b>-</b>	<b>Tues., Mar. 20</b>	<b>6:00 a.m. to 8:00 p.m.</b>